

# University of Scranton Staff Policy

Executive Sponsor:  
Office of Human Resources

Responsible Office:  
Office of Human Resources

Office of Human Resources

Originally Issued:  
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Revised:

## Hybrid Work Policy During Designated Timeframes

### **I. Policy Statement**

This policy defines and describes the nature and availability of the hybrid work opportunities for certain staff positions at The University of Scranton (the University) generally during the month of January (Intersession), as applicable, and the summer months excluding the scheduled orientation sessions. Specific dates for both timeframes will be determined each year. Not all staff positions will be eligible for hybrid work.

### **II. Reason for Policy**

The University recognizes the growing professional and personal demands on staff, as well as the increasing challenge of finding new and better ways to effectively manage people, time, space, cost, and workload. As an institution, our staff's physical presence on campus makes a significant net-positive impact; it ensures knowledge sharing, efficient problem solving, idea generation and it contributes to a dynamic and collegial environment in which our University community can thrive. The Hybrid Work Policy can be an effective management tool to promote increased productivity, enhance job satisfaction, enable recruitment and retention of valuable staff members, and increase work/life balance. Additionally, the Hybrid Work Policy can impact energy conservation, preservation of the environment, and disaster preparedness.

### **III. Entities Affected by This Policy**

Full-time and part-time staff working at least half time, in positions approved for hybrid work under this Policy, who have successfully completed their introductory hiring period, who have a record of satisfactory performance, and have an absence of disciplinary issues may be eligible to participate in the Hybrid Work Policy. Ongoing eligibility is dependent upon there being no negative change in performance and no instance of disciplinary action for the staff member.

### **IV. Website Address for this Policy**

[www.scranton.edu/hr](http://www.scranton.edu/hr)

### **V. Related Documents, Forms, and Tools**

[Staff and Administrator's Handbook](#)

Hybrid Work Policy Request Form

## **VI. Contacts**

Please contact the Office of Human Resources at (570) 941-7767 or hr@scranton.edu with questions about the content or application of this policy and interpretation of this policy. Staff members should contact their supervisor with questions regarding their eligibility to take part in the Hybrid Work Policy.

## **VII. Hybrid Work Policy**

- A. Hybrid Work Policy Schedule - The hybrid work model is characterized by working both in person and off campus. In this model, eligible staff will have an established schedule. Some examples include, but are not limited to, Tuesdays and Thursdays, or every other Wednesday. Hybrid schedules may change in consultation with the department head due to departmental demands and times of peak demands. Under this policy the hybrid work schedule will be no greater than two (2) days per work week.

Department leadership, with Divisional Vice President approval, may substitute an equivalent period for offices who are unable to participate in a hybrid work schedule during January and the summer months due to department peak demands. In this circumstance, the staff member's hybrid work schedule will be the same amount of time as those who utilize the January and summer month schedule.

## **VIII. Definitions**

**ADA:** Americans with Disabilities Act

**FERPA:** Family Educational Rights and Privacy Act

**FMLA:** Family Medical Leave Act

**Net-positive impact:** The resulting impact of a flexible work arrangement in which the completion of the staff's job responsibilities is as good or better than it would be otherwise.

**Personal business:** Personal Business means the conduct of business or travel not specifically related to University Business including, but not limited to, commuting between the staff member's home and any regular work location.

**Hybrid Work** means working from an assigned campus work location for a minimum number of days during a work week and from an off-site location for the remaining workdays of the week during a University designated timeframe. While working from an off-site location, covered employees are expected to work the same hours that they were originally hired to work, and to perform their responsibilities as they otherwise would at their campus work location.

## **IX. Responsibilities**

### **A. Eligible Staff:**

Eligible staff interested in exploring hybrid work pursuant to this Policy, must contact their supervisor to determine their eligibility and discuss the Hybrid Work Policy. If the staff member wishes to formally pursue a hybrid work schedule, they must complete the policy's request form and submit it to their supervisor copying their divisional vice president and Human Resources. The staff member is expected to maintain satisfactory work performance for the duration of the hybrid work schedule.

Unless otherwise agreed to by the supervisor, divisional vice president and Human Resources, working hours are the same as those applicable to when staff work from a University location. This also includes being reachable by all the following means: phone call, text, Teams/Zoom, voicemail, and email during normal working hours. The staff member's University's telephone extension must be forwarded directly to their cell phone or landline at their hybrid work location.

The amount of time a staff member is expected to work per day or pay period will not change because of participation in hybrid work under this policy.

Non-exempt staff may not engage in work activities during unpaid meal and rest breaks and/or before and after business hours. Time worked outside of normal business hours or during meal breaks, must have supervisor approval and must be recorded on the timecard. Staff must ensure they are properly dressed and presentable during hybrid work hours. Staff may not conduct personal business during normal business hours while working off campus.

Non-exempt staff must accurately record all time worked. Non-exempt staff are permitted to work after hours only when offered and approved by the supervisor in advance; overtime work without such approval will be compensated but may result in disciplinary action for violating university policy. The university and staff shall abide by all federal, state, and local wage and hour (e.g., minimum wage and overtime) laws.

For time off request (sick, vacation, personal, etc.) staff must follow their internal or departmental request or call-off procedure. Such time must be recorded accurately and timely for payroll processing.

The staff member must have an appropriate designated work area. This must include any equipment and technology that makes it possible to perform their work off campus. The University will not provide additional equipment and technology to facilitate hybrid work under this policy if not already in possession of the employee.

*B. Supervisor:*

The initial review and decision to approve/decline the hybrid work request is performed by the supervisor. The supervisor will review the staff member's request in context of departmental needs and institutional business functions, including technology needs and limitations as well as review office coverage and/or work assignment impact. At the supervisor's discretion, the supervisor will review the staff member's performance to ensure its quality for the duration of the hybrid work schedule. If supervisor is the department head, the supervisor will review and make decision to approve/decline the scheduling request.

*C. Department Head (if not supervisor):*

Review and make decision to approve/decline the hybrid work request following supervisor review and recommendation.

*D. Divisional Vice President:*

Review and make decision to approve/decline the hybrid work request following department head review and recommendation.

*E. Human Resources:*

In consultation with divisional vice president, make decision to approve/decline the hybrid work request based on the provisions outlined in this policy and consideration of other University employment policies.

Review all approved and denied request to aid in managing and improving the Hybrid Work Policy.

In addition to the above responsibilities, the staff member and their supervisor should take steps to ensure that those impacted by the hybrid work schedule are informed of the schedule and that steps are taken to resolve any challenges that may emerge. Supervisors and/or department heads should review all requests for hybrid work in context of other hybrid work schedules that may currently exist within their department to see if changes to those requests and schedules can be made to best accommodate staff needs, office workload and coverage. Staff with a hybrid work schedule are expected to adhere to all other University policies and procedures that relate to absence from work.

Supervisors and staff are expected to clearly align on deliverables so the staff can perform to the same standard as when working from a University location.

**X. Conditions of Hybrid Work:**

- A. The University assumes no responsibility for injuries occurring in the staff member's work location outside the agreed upon work hours or for injuries that occur during work hours but do not arise out of and in the course of employment. The University also assumes no liability for damages to a staff member's real or personal property resulting from hybrid work.
- B. Workers Compensation: Workers Compensation coverage is limited to designated work areas in a staff member's homes or alternate work locations. Staff members agree to practice the same safety habits they would use at the University and to maintain safe conditions in their alternate work locations. Staff members must follow normal procedures for reporting illness or injury by contacting their supervisor and the Office of Human Resources.
- C. FERPA and Confidentiality Requirements: Staff members remain subject to all FERPA and University confidentiality requirements while working off campus. Staff members are reminded of the obligation to always protect the University's proprietary information and the confidentiality of University and student data at all times, including during the hybrid work arrangement. Staff members are strongly discouraged from taking documents containing any FERPA or confidential information off campus. If, however, the staff member is required by a supervisor to take any documents for use when working off campus under this policy the staff member is required to keep all items secure and safe from inadvertent disclosure including through loss, theft, or destruction.

**XI. Procedures**

- B. Request/Approval Process:* Staff members interested in exploring a hybrid work schedule during the designated timeframe, must contact their supervisor to determine their eligibility and discuss hybrid work scheduling options. If the staff member wishes to formally pursue a hybrid work schedule, they must complete a Hybrid Work Policy

Request Form (see Appendix) and submit it to their supervisor.

- C. The staff member must summarize how the staff member will assure their performance and/or coverage of needed campus presence will be maintained at a satisfactory level.
- D. The staff member must describe their work and workstation, including any equipment, technology, training, and experience that makes it possible to perform your work off campus under this policy.
- E. The supervisor must review the request to determine whether the request is possible given the position responsibilities and the needs of the department. If the request is approved by the supervisor, the request is forwarded to the staff member's department head (if not the supervisor) for review and approval. If the request is approved by the department head, it is then forwarded to the divisional vice president for review and approval.
- F. If the request is approved at all levels, it is submitted to the Office of Human Resources for final review and approval, in consultation with the divisional vice president.
- G. If the request is not approved at the supervisor, department head, or divisional vice president level, the declined request is to be returned to the staff member, with a copy submitted to the Office of Human Resources.

#### **XII. Maintenance of Hybrid Work Schedule**

- A. The staff member is responsible for maintaining the required number of hours worked and quality of performance. The staff member must be accessible to the supervisor and colleagues during the work hours as established by the hybrid work schedule.
- B. The staff member's supervisor is responsible for regular review of the effectiveness of the hybrid work schedule and satisfaction with the staff member's performance. It is recommended that this review take place within the standard review checkpoints that are part of the University's performance management process.
- C. Staff who fail to meet the expectations set forth in this policy may be subject to discipline up to and including termination. The University reserves the right to alter, amend, or withdraw the work schedule at any time.

#### **XIII. Conclusion or Termination of Hybrid Work Schedule**

- A. Should the staff member or departmental rationale/reason for the original hybrid work schedule cease to exist, or the hybrid work schedule be terminated by the supervisor (temporarily or permanently) due to performance or departmental needs, the staff member is expected to return to their on-campus work location. The supervisor will communicate this change to the divisional vice president and Office of Human Resources.
- B. Should the staff member wish to conclude the hybrid work schedule for any reason, during the designated timeframe, they must notify their supervisor, who will communicate the change in schedule to the department head, divisional vice president and the Office of Human Resources.
- C. This Policy does not apply to requests for, or management of leave of absences, Workers Compensation, or workplace accommodation(s) under the Americans with Disabilities Act (ADA), Alternative Work Schedule Policy, Family and Medical Leave Act (FMLA) , or short or long-term disability. Employees seeking such leave or workplace accommodation(s) should contact the Office of Human Resources for more information on these types of staff leaves.

#### **XIV. Appendix**

Hybrid Work Policy Request Form

## Appendix A

### The University of Scranton Hybrid Work Policy Request Form

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**Part A: Staff Member Information:**

Name: \_\_\_\_\_  
Royal ID: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Department: \_\_\_\_\_ Department Phone: \_\_\_\_\_  
Staff Member Phone (campus): \_\_\_\_\_ Phone (alternate): \_\_\_\_\_  
University email: \_\_\_\_\_  
Classification (check one):  Exempt  Non-Exempt

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**Part B: Narrative Description of Staff Member's work and assignments while on the hybrid remote work schedule (may be submitted as an attachment):**

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Schedule Proposed Start Date: \_\_\_\_\_

Schedule Proposed End Date \_\_\_\_\_

**Proposed Off Campus Workdays & Hours (Max two days/week)**

Workday	Work Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

**Part C: Designated Work Area**

Do you have a designated work area?  Yes  No

Please provide a brief description of the designated work area:

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